

ADMINISTRATIVE SECRETARY

DEFINITION

To perform a variety of highly responsible and complex clerical, secretarial and administrative duties for a department; and may assign and review the work of assigned clerical personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Secretary series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing administrative support to a department in areas such as budget, personnel, or a departmental program or function, as well as providing responsible secretarial support to management staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

Exercises technical and functional supervision over assigned clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for management personnel including providing routine analytical support.

Perform routine administrative projects for management personnel; research and compile background data; prepare independent draft reports and documentation such as commission minutes or job announcements; maintain records and files regarding department administrative activities.

Screen calls, visitors and mail; respond to moderately complex requests for information.

Interpret and explain city and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

Independently respond to letters and general correspondence not requiring the attention of professional personnel.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Perform accounting functions related to ordering supplies, equipment and services.

May maintain time card records; may maintain personnel files and records for management personnel.

Order and purchase supplies for the department.

Perform clerical duties related to department activities such as typing, filing and distributing mail.

Participate and assist in the administration of a department budget; prepare budget reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Research, compile, and analyze data for special projects and various reports.

Initiate and maintain a variety of files and records.

Assist in the support of a board or commission including preparing the agenda, assembling background materials, and composing minutes of meetings.

Plan, assign and review the work of assigned clerical personnel; provide input on employee evaluations and recommend disciplinary action on assigned personnel.

Recommend organization or procedural changes affecting clerical activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and computer equipment.

Business letter writing.

Pertinent city government organizations, functions, policies, rules and regulations.

Principles and practices of assigning and reviewing the work of others.

Ability to:

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on computer screen; and lift light weights; maintain mental capacity which allows for effective interaction and communication with others.

Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely, both orally and in writing.

Compose general correspondence and letters.

Interpret and apply administrative and departmental policies, laws, and rules.

Operate and use modern office equipment including word processing equipment as assigned.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Train and evaluate assigned clerical personnel.

Type accurately at a speed of 50 words per minute.

Take shorthand as required by the position.

EXPERIENCE AND TRAINING

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

Three years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, office management or a related field.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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